

CITY TREASURER

MISSION STATEMENT

It is the mission of the City Treasurer's Office to act as the City's receipting and disbursing agent of all public monies in order to maximize the investing of idle funds.

DESCRIPTION

The City Treasurer's Office is responsible for receiving, disbursing, depositing and investing all public funds for the City, the Redevelopment Agency, the Youth Endowment Services (YES) Fund, the Parking Authority and the Housing Authority.

The primary objective of the City Treasurer's Office is the safekeeping of City funds. Safety, liquidity and yield are always considered (in that order) when investing idle funds.

Monthly reports including cash balances by fund and reconciled bank balances are provided to the City Manager, the City Clerk and the Financial Services Director.

The City Treasurer's Office also provides semi-annual reports indicating the type and amount of investments and deposits, the institutions in which these deposits are made, market values, maturity dates and rates of interest for all outstanding investments, as well as others that matured during the month, to the City Council, the Redevelopment Agency, the Youth Endowment Services (YES) Fund Board, the Parking Authority and the Housing Authority. Monthly reports are provided to the Mayor or his/her designee, City Manager, Financial Services Director, Community Development Director, Burbank Water and Power (BWP) General Manager, Assistant General Manager Finance and Administration-BWP, and members of the Treasurer's Oversight Review Committee.

CHANGES FROM PRIOR YEAR

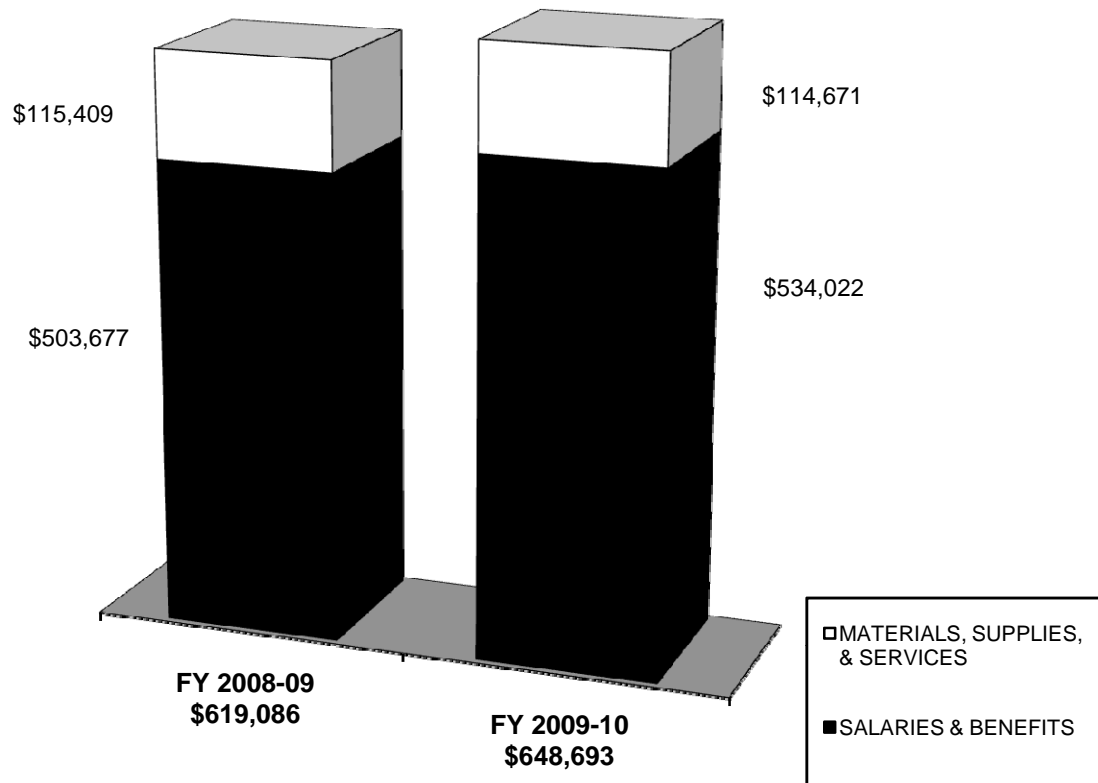
There are no discretionary changes for this year.

DEPARTMENT SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Staff Years	5.000	5.000	5.000	
Salaries & Benefits	\$ 492,740	\$ 503,677	\$ 534,022	\$ 30,345
Materials, Supplies, Services	103,226	115,409	114,671	(738)
TOTAL	\$ 595,966	\$ 619,086	\$ 648,693	\$ 29,607

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Department Summary



2008-09 WORK PROGRAM HIGHLIGHTS

- Average monthly investment portfolio yield for FY 2008-09 projected to be 4.0 - 4.25% was lower than 4.0% due to the worldwide economic crisis.
- This past year the Treasurer's Office assisted many departments in implementing new business software products.

2009-10 WORK PROGRAM GOALS

- The goal for fiscal year end (6/30/10) is to average a monthly investment portfolio yield of 2.75% with continued emphasis on safety and liquidity.
- During this fiscal year, additional implementation of business software products in various departments will occur and the City Treasurer's office will help with this implementation.

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		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2007-08	FY 2008-09	FY 2009-10	PRIOR YEAR
STAFF YEARS		5.000	5.000	5.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 347,973	\$ 354,223	\$ 374,279	\$ 20,056
60012	Fringe Benefits	142,055	147,954	158,243	10,289
60022	Car Allowance	1,501	1,500	1,500	
60031	Payroll Adjustment	1,211			
		492,740	503,677	534,022	30,345
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 13,128	\$ 13,500	\$ 13,500	
62300	Special Departmental Supplies	1,337	3,750	3,750	
62310	Office Supplies	1,698	1,665	1,665	
62420	Books & Periodicals		325	325	
62440	Office Equip Maint Repair	331	1,500	1,500	
62455	Equipment Rental	379	900	900	
62700	Memberships & Dues	410	440	440	
62710	Travel	1,540	2,500	2,500	
62755	Training		725	725	
62895	Miscellaneous	1,192	1,175	1,175	
NON-DISCRETIONARY					
62220	Insurance	6,418	6,418	6,999	581
62470	F533 Office Equip Rental	612			
62485	F535 Comm Equip Rental	2,676	2,698	2,585	(113)
62496	F537 Computer Equip Rental	8,021	8,813	7,607	(1,206)
62830	Bank Service Charges	65,484	71,000	71,000	
		103,226	115,409	114,671	(738)
PROGRAM TOTAL		\$ 595,966	\$ 619,086	\$ 648,693	\$ 29,607

CITY TREASURER
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2007-08	STAFF YEARS 2008-09	STAFF YEARS 2009-10	CHANGE FROM PRIOR YEAR
CITY TREASURER	1.000	1.000	1.000	
ASST CITY TREASURER	1.000	1.000	1.000	
TREASURER TECHNICIAN	1.000	1.000	1.000	
ACCOUNT CLERK	1.000	1.000	1.000	
INTERMEDIATE CLERK	1.000	1.000	1.000	
 TOTAL FULL TIME	 5.000	 5.000	 5.000	
 TOTAL STAFF YEARS	 5.000 (5)	 5.000 (5)	 5.000 (5)	